

2010

**Island County Commissioners – Work Session
Wednesday, November 17, 2010**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, November 17, 2010, at 9:00 a.m. and 3:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Bill Oakes, Director, Randy Brackett, Dave Bonvouloir, Steve Marx, Jack Taylor, Markell Potts, Phil Cohen

Others Present: Elaine Marlow, Budget Director, Bob Pederson, Keith Higman, Aaron Henderson, Rufus Rose, Barbara Brock, Rob Hallbauer, Jeff Lauderdale

Roads

Subject: Intergovernmental Cooperative Purchasing Agreement – Island County/City of Pacific

Attachment: Intergovernmental Agreement

Proposed Action: Intergovernmental Cooperative Purchasing Agreement – City of Pacific; participation in cooperative purchasing agreement, per RCW 39.34, allowing City of Pacific to purchase goods and services through Island County purchase contracts. No cost to Island County.

Follow Up: Okay with Board to move forward to Monday's agenda.

Add-On

Subject: PAA

Attachment: none

Proposed Action:

- Replacement position for Randy Brackett, Assistant County Engineer.
- Jeff Barkhausen, Sign Tech, having surgery and will be out for 2 months. Bill would like to extend employment of seasonal sign tech during that period.

Follow up: Okay with Board.

Roads

Subject: Engineering – AutoCAD Software Subscription Renewals

Attachment: Purchase Order & Quote

Proposed Action: PO# 9361 with DLT Solutions for AutoCAD Software subscription renewals, Total Amount: \$6,800.30.

Follow Up: Okay with Board.

Subject: Golf Cart zone Draft Ordinance

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Attachment: Draft Ordinance, Sign Samples, RCW, etc.

Discussion: Bill briefed the Board on the draft ordinance to amend Chapter 10 of the Island County Code by adding a new chapter entitled “Operation of Golf Cart Based Product Vehicles”.

Follow Up: Okay with Board to move forward with ordinance.

Subject: Opticard Reader Replacement for Fuel Systems – NW Pump & Equip. Co.

Attachment: Purchase Order & Quotes

Proposed Action: PO# 9238, Northwest Pump & Equipment Co. for replacement of Opticard Reader for fuel systems; Total Amount: \$13,220.97.

Follow Up: Okay with Board to move forward to Monday’s agenda.

Subject: Engineering On-Call Consultant Agreement: Appraisal Solutions Northwest

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – Appraisal Solutions Northwest, LLC; On-call Consultant Contract - Real Estate Appraisal; \$200,000.00; Expiration date of December 31, 2013.

Follow Up: Okay with Board to move forward to Monday’s agenda.

Subject: Engineering On-Call Consultant Agreement: Negotiations – Cascade Right-of-Way Services

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – Cascade Right-of-Way Services, LLC; On-call Consultant Contract – Real Estate Negotiator; \$200,000.00; Expiration date of December 31, 2010.

Follow Up: Okay with Board to move forward to Monday’s agenda.

Subject: Engineering On-Call Consultant Agreement: Negotiations – Abeyta & Associates

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – Abeyta & Associates; On-call Consultant Contract - Real Estate Negotiator ; \$200,000.00; Expiration date of December 31, 2013.

Follow Up: Okay with Board to move forward to Monday’s agenda.

Subject: Engineering On-Call Consultant Agreement: Negotiations – Certified Land Services

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – Certified Land Services Corporation; On-call Consultant Contract – Real Estate Negotiator; \$200,000.00; Expiration date of December 31, 2010.

Follow up: Okay with Board to move forward to Monday’s agenda.

Subject: Engineering On-Call Consultant Agreement: Appraisal – Northwest Valuation Services

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – John Dinniene dba Northwest Valuation Services; On-call Consultant Contract - Real Estate Appraisal; \$200,000.00; Expiration date of December 31, 2013.

Follow up: Okay with Board to move forward to Monday’s agenda.

Subject: Engineering On-Call Consultant Agreement: Appraisal – The Granger Company

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement –The Granger Company; On-call Consultant Contract - Real Estate Appraisal; \$200,000.00; Expiration date of December 31, 2013.

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Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Engineering On-Call Consultant Agreement: Appraisal – Washington Appraisal Services

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – Washington Appraisal Services, Inc.; On-call Consultant Contract - Real Estate Appraisal; \$200,000.00; Expiration date of December 31, 2013.

Follow up: Okay with Board to move forward to Monday's agenda.

Surface Water

Subject: Engineering On-Call Consultant Agreement: Negotiations – Bayview Surveying & Engineering

Attachment: Consultant Agreement

Proposed Action: Consultant Agreement – Bayview Surveying & Engineering; On-Call Consultant Agreement for Land Surveying; \$150,000.00; Expiration date of December 31, 2013.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Wildes Road Fish Passage Culvert Replacement

Attachment: Briefing Summary

Proposed Action: Replacement of a 12" corrugated metal pipe with one that is fish passable. The culvert has been identified as a fish blockage in Quade Creek. The Surface Water Division will be preparing and submitting for approval an Agreement for Consultant Services for the construction services of Whidbey Island Conservation District (WICD). WICD will prepare plans suitable for permit submission and grant applications for the fish passage culvert replacement. Maximum payable amount of the Agreement is \$10,143.00, which includes a 15% contingency. This project was identified on the 2010 and 2011 Annual Construction Plan and is funded at \$10,000.00 for Preliminary Engineering and Design for each of these years.

Follow up: Okay with Board.

Solid Waste

Subject: On-Call Consultant Agreement: Solid Waste & Environmental Engineering

Attachment: Briefing Summary & Recommendation

Proposed Action: Consultant Agreement – SCS Engineers; On-Call Consultant Agreement for solid waste issues 2010-2015.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Classification for Temporary Position to On-Call: Camano

Attachment: Briefing Summary & Proposal

Proposed Action: Retain current temporary solid waste attendant as an on-call substitute.

Follow up: Okay with Board.

Public Works

Subject: Clean Water Utility – continued from 11/16/10

Attachment: Appeal Procedure Examples

Discussion: Mr. Oakes, Mr. Higman, and Mr. Pederson continued discussion regarding the proposed Clean Water Utility.

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Dialogue ensued about the appeal process, phasing, scope, program elements, and rate adjustments for Agricultural parcels, parcels in Holmes Harbor, Main Street, and Penn Cover Sewer Districts and parcels in active diking and drainage districts.

The Board agreed on a 2 year phasing and the following program element costs:

Phase/Year 1

Hydrogeology Program	\$150,000
Water quality/critical area	\$302,000
On-site Program	\$222,000
CIP	\$300,000
Adm	\$ 70,000

Phase/Year 2

Watershed/LID	\$150,000
Shellfish protection	\$ 50,000
Salmon recovery	\$ 25,000
CIP	\$400,000

The Board expressed concern about implementing higher fees on commercial properties and agreed in concept to phase in the utility charges over a three year period. Ms. Marlow recommended supplementing commercial fees during the phasing in period using REET funds. Commissioner Homola spoke to the potential impact of spending down the REET funds that will be needed for the jail controls replacement project.

Follow up: Continue discussion to the Board's next meeting on November 22, 2010 @ 1:00 p.m.

Planning & Community Development
Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, November 17, 2010, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw, Anthony Boscolo, Troy Davis, Andy Griffin

Others Present: Elaine Marlow, Budget Director, Assessor-Elect Mary Engel, Cory Ertel

Subject: Mukilteo Ferry Terminal

Attachments: Draft letter to Washington State Ferries & letter dated 11/16/10 from City of Mukilteo to Washington State Ferries

Proposed Action:

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Commissioner Homola moved to approve the draft letter to WSF commenting on the Mukilteo Multimodal project. The motion was seconded by Commissioner Dean and carried unanimously.

Subject: Timber Open Space Processing

Attachment: RCW 84.34

Discussion: Discussion ensued between Assessor-Elect Mary Engel, staff and the Board relating to the statutory responsibility for processing Open Timber applications per RCW 84.34.

Follow up: Continue discussion to January work session.

Subject: Open Timber and Public Benefit Rating System (PBRs)

Attachment: yes

Proposed Action: Approval to move forward with nine Open Space applications requesting property be placed into the Current Use taxation classification (7 Open Timber, 2 PBRs)

Follow up: Okay with Board to move forward to schedule for public hearing.

Subject: 2011 fee schedule – annual fee review

Attachment: yes

Proposed Action: Bob reviewed with the Board specific fee recommendations for 2011:

- Eliminate the fee for a pre-application meeting, to encourage potential applicants.
- Increase the Reasonable Use Determination (RUD) and SEPA Environmental fees by 100%.
- Increase the fee for review of water systems to \$750.00, when review of a water system involves mediation or when the water system providers agree as to who should provide the service.
- Establish a fee structure for Ebey's Landing design review – coordinate this with the Town of Coupeville.
- Raise the building permit fees to cover the cost of archaeological review, critical areas compliance, and other building permit services where no direct fee may be charged. A 2% fee would raise the cost of a typical single-family home by \$60.00, which would cover the costs.
- Raise shoreline permit fees by 15% to provide full cost recovery.
- Raise all other land use by 10% to provide full cost recovery.

Follow up: Continue discussion to next work session.

Subject: 2011 work Program and Annual Review Docket

Attachment:

Proposed Action: Postponed.

Follow up:

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, November 17, 2010, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Present: Anne LaCour, Ana Maria Nunez

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, November 17, 2010, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Keith Higman, Director, Aaron Henderson, Donna Bailey

Others Present: Elaine Marlow, Budget Director, Bob Pederson

Add-On

Subject: Camano annex staffing

Attachment: none

Discussion: Keith and Bob Pederson briefed the Board on their plans for staffing the Camano Annex.

Environmental Health

Subject: Contract with Department of Ecology – Coordinated Prevention Grant (CPG)/Solid Waste Program

Attachment: yes

Proposed Action: Amendment No. 2 supplements solid waste enforcement in the Phase One budget; Contract No. G1000416(2); Contract Period: 1/1/10-12/31/11; Amendment Amount: \$18,988.00.

Follow up: Okay with Board to move forward through risk and legal review.

Assessment

Subject: Purchase Order/Voucher – Z-Card of North America

Attachment: yes

Proposed Action: Purchase Order/Voucher with Z-Card of North America. Printing of 5,000 Z-Card Island County trail guides. Purchase Order No. 8982; Purchase Order Amount: \$5,050 plus freight & tax.

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Follow up: Okay with Board.

Subject: Purchase Order/Voucher – North Whidbey Parks & Recreation District

Attachment: yes

Proposed Action: Purchase Order No. 8981 for implementation of “Couch to 5K Program”; \$3,000.00.

Follow up: Okay with Board.

WSU / Extension Services
Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, November 17, 2010, at 2:00 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Lynette Goodell, Jackie Vannice, Thane Tupper, Barbara Bennett

Others Present: Elaine Marlow, Budget Director

Subject: Program updates

Attachments: yes

Proposed Action: Jackie Vannice, 4-H, Program Coordinator, Thane Tupper, Noxious Weed Program Coordinator and Barbara Bennett, Beach Watchers updated the Board on their respective WSU local programs.

Human Resources
Summary Minutes

Work Session was held between the County Commissioners and Human Resources on Wednesday, November 17, 2010, at 2:15 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Keith Higman, Diane Vaughn, Bob Thomas, Betty Kemp, Sheilah Crider, Rufus Rose

Subject: Reorganization Steering Committee recommendations

Attachment: yes

Proposed Action: Recommendations of committee:

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- Eliminate DEM Director position and replace with DEM Coordinator at the same job classification and move position permanently under the Public Works Director - Okay with Board to take action at Monday's Board meeting.
- Restructure the Department Heads and Elected Officials monthly meeting in order to foster a freer exchange of ideas and collaboration amongst the Department Heads and Elected Officials.
- Move management of Burn Permits to the Health Department.

Follow up: Full committee report will be provided at the December 8, 2010 work session.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, November 17, 2010, at 2:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Subject: 2011 2% Hotel-Motel Tax projects

Attachments: yes

Proposed Action: 2% Hotel-Motel Tax Tourism Promotion Project Awards for 2011.

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Letter of Non-objection- Liquor License

Attachments: none

Proposed Action:

Commissioner Homola moved to approve a Liquor License for a special event sponsored by Camano Island Yacht Club on November 20, 2010. The motion was seconded by Commissioner Dean and carried unanimously.

EXECUTIVE SESSION ANNOUNCED

The Board of Island County Commissioners met in Executive Session as allowed under RCW 42.30.110(1)(i) to discuss matters of potential litigation, beginning at 10:00 a.m., in the Commissioner's Hearing Room, County Annex Building, 1 NE 6th Street, Coupeville, Washington. The session was anticipated to last 30 minutes.

Following Executive Session at 3:32 the Board returned to Regular Session to continue the discussion on the proposed Clean Water Utility. (see Public Works minutes)

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BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Angie Homola, Member

John Dean, Member

ATTEST:

Elaine Marlow, Clerk of the Board